

## Job Description

<b>Job Title:</b>	<b>Playleader Before and After School Club (BASC)</b>
<b>Salary/Grade:</b>	<b>Grade 1: SCP 2 (£23,656 FTE) to SCP 3 (£24,026.62 FTE) Pro Rata</b>
<b>Working Hours</b>	<b>Part time: 15 hours per week, Term Time Only</b>
<b>Academy/Site Name:</b>	<b>Woodhouse Primary Academy</b>
<b>Location/Address:</b>	<b>Woodhouse Road, Quinton, Birmingham. B32 2DL</b>

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

### Purpose of the Post

Working as part of our lunchtime team, you will assist in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of children in the canteen, playground and classrooms

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**Responsible to:** BASC Manager (line manager) and SLT/Head Teacher

### Duties and responsibilities:

As a Playleader – Before and After School Club (BASC), I will ensure the effective:-

**Supervision and control of pupils in Before and After School Club (BASC) including:**

- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) as necessary.
- To assist with the preparation and delivery of safe, creative and appropriate play opportunities. Organising a culturally sensitive and inclusive programme in a safe and caring environment.

- To provide full care for the children including, where appropriate: delivery of children to school, collection of children from school and the safe delivery of children to parents/carers. This may include providing refreshments.
- To work in collaboration with other members of the BASC team.
- To care for and maintain the club equipment, ensuring that the club is left in an orderly condition at the end of each session.
- To take part in the day to day administration, record keeping, ordering and purchasing of materials and equipment.
- To administer first aid as identified with the policy of Woodhouse Primary Academy.
- To encourage parental involvement and support.
- To liaise with parents, school, the local community and other play related organisations and agencies in order to promote BASC as appropriate.
- To attend meetings as required.
- To carry out all activities and responsibilities within an equal opportunities framework.
- To provide facilities and opportunities for pupils to complete homework therefore fostering a climate that supports the school's vision statement.
- To ensure confidentiality of any information received and work with the remit of General Data Protection Restrictions.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To keep abreast of current practice and take responsibility for own learning and training.

#### **Supervision and control of pupils in the playground and about other school premises, including:**

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. leading and participating in games.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Line Manager/SLT.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

**Safe Working Practices for Adults working with Children-** It is the responsibility of each employee to carry out their duties in line with Greenheart's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

**General Data Protection Regulations** - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Fluency** - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Equality and Diversity** – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

**Health and Safety** - The post holder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility** - All staff within the Greenheart Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This job description reflects the present requirements of this role. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Developed by:	Oliver Wilson
Job Title:	Head Teacher
Date of Issue:	20.12.2024
Signature of Postholder	